

Fairfield Community Schools Nutrition Services

Guidelines for Accommodating Children with Special Dietary Needs

Fairfield Community Schools is committed to providing safe and healthy meals for all students. This includes providing alternate foods for students that deal with nutritional disabilities. Alternate foods will be available for students that have a Medical Statement Form on file from a recognized Medical Authority (MD, DO, NP, PA) with prescriptive authority. The form can be found on the school's website or from the school nurse. The following will be needed in order to provide substitutions.

Parent Responsibility:

- Submit to the School Nurse a signed Medical Statement Form from a recognized Medical Authority defining the student's nutritional needs. Forms can be found on the school website or from the school nurse. (Required)
- Contact the Cafeteria Managers to discuss the student's nutritional needs. Please understand that that we recognize parental involvement with the nutrition staff is important to providing safe and healthy meals to students with special nutritional needs. You may schedule a time with the Cafeteria Managers to visit the kitchen and to look at food nutrition labels if desired.

School Nurse Responsibility:

- Provide the parent with the Fairfield Community Schools Medical Statement Form that will need to be completed and signed by both the parent and a recognized Medical Authority.
- Collect forms from parent for the student's medical file, making sure that all required fields are completed.
- Submit a copy of the signed form to the school's Cafeteria Manager and a copy to the corporation's Food Service Director.

Cafeteria Manager Responsibility:

- Communicate with parents regarding the nutritional needs of the student and develop an alternative food plan for the substitutions required. Encourage parents to schedule a visit to the kitchen outside of serving times to see the food prep area and look at food nutrition labels.
- Communicate with the School Nurse and Food Service Director the alternative food plan for the student
- If an alternate menu is required, provide a copy of the regular menu and alternate menu to the school nurse and Food Service Director.
- Communicate to the school nurse if a student claims to have a special dietary need, but there is no paperwork on file.
- Do not provide meal substitutions unless a Medical Statement Form is on file
- Provide food for student per the food plan.
- Communicate to the Food Services Director any issues or questions that come up during the process.

Food Service Director Responsibility:

- Be available as needed to communicate with parents along with the Cafeteria Manager.
- Be available as needed to nurses, parents and cafeteria staff to help with questions or issues that arise.
- Monitor any changes in state and federal regulation affecting special dietary needs and communicate any changes to nurses, parents and cafeteria staff.
- Update the student's dietary restrictions in the Point of Sale program.

This institution is an equal opportunity provider.

Food Nutrition Services

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